

## **9/24/15 4:00 PM ME Conference Room Meeting Minutes**

- 4:01 - Sally, Jacquelin, Dr. Perry here. Austin is in the spending meeting, Robert is gone for the weekend.

Last meeting's agenda for today:

- Ask Dr. Perry what we need to do for the Client Interview that's due monday
- Update of where we are
- Does he want to go on the Lab tour?
- Can we grab plastic sheets from Dr. Odom?

4:02 - Discussion on Cohen's lab

- Hallways in the building are very small.
- Come in through the front, down the stairs, through the doors. Wider by maybe 6".
- Lab ceiling is 9', but sprinklers are in the way. Twister can fit in a corner, but Cohen wants it in the center of the room where all the cameras are.

4:04 - Current assembly status

- missing a 37 pin connector
- might have one sitting around in a storeroom.
- surplus, rooms in GJ, electronics storeroom. Probably allowed to just grab something?
- know what it looks like, it's available online.
- Female to male.
- Need a converter, computer doesn't have a 37 pin connector. Maybe a cord with both?

4:07 - Sally and Robert talk to Cohen

- want to go on a lab tour at thursday 3:30. Does Dr. Perry want to come? Maybe.

4:09 - For client meeting next monday

- Type up a summary of the important points from the meeting.
- 1-2 page report on what we think she needs. no tech specs, just guidelines and easy for her to follow. Functional specs, later convert that into something technical.
- How can those tech specs be assessed? Checkboxes, numbers, etc.
- Include a small point about budget, don't need a timeline. Communicate that at some point, but not critical for specs.
- What are we developing? What should it do? Ideal vs baseline. Prioritize.

4:15 - Leaving to find a 37 pin connector. Meeting done.